

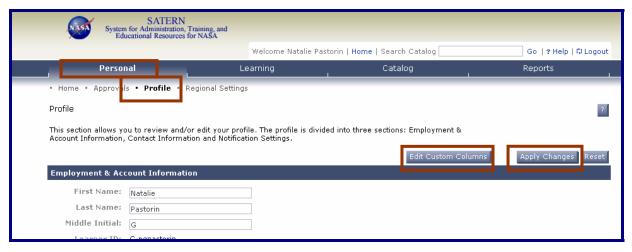
Login to SATERN at https://satern.nasa.gov

Instructions on How to Update your User Profile

Here's what to do

STEP 1: Log into SATERN.

STEP 2: Under the *Personal* tab, click on *Profile* to get to your own Profile. Before taking any training, each user must verify and update their user profile. Specifically, everyone should verify that they have the correct supervisor assigned, valid e-mail address, and telephone number.



STEP 3: To save your changes, click on the Apply Changes button.

It is important that all employees verify the following under their *Profile*:

- □ SUPERVISOR FIELD Review the How do I verify my Supervisor? section of this handout for detailed instructions.
- □ <u>CUSTOM FIELDS</u> Click on *Edit Custom Columns* to view the Custom fields. To <u>save your changes</u>, click on the *Apply Changes* button.

Note on Custom fields:

- → <u>Civil Service Employees</u>, **do not change** any Custom Field except for the **Supervisor's By-pass Flag** field. If your supervisor was incorrect and you do not want that name that you just assigned to be overwritten during the weekly FPPS download, you must also update the **Supervisor's By-pass Flag** field by setting the field to **Yes**. Any other custom field that you update will be overwritten back to what ever information is maintained in FPPS.
- → Contractors and Military Personnel, verify the Company Name field. This is the only custom field that pertains to you. All other fields are only applicable to NASA Civil Service employees. If the Company Name field is incorrect or blank, click on the Picker icon next to this field to search and select an appropriate listing. You can also enter the appropriate answer in the field.



Login to SATERN at https://satern.nasa.gov

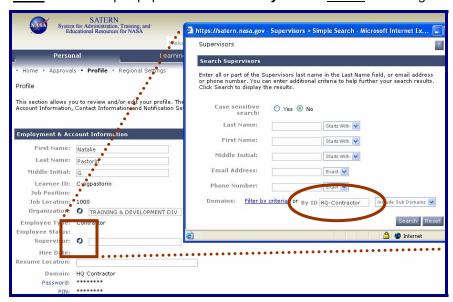
≻How do I verify my Supervisor?

Note: Contractors and Military Personnel must verify that the Supervisor field lists your government Technical Representative (TR). If the name listed is incorrect or blank, click on the *Picker icon* next to the **Supervisor** field then, search and select your supervisor or TR.

Here's what to do

STEP 1: Click on the *Picker icon* to get to the **Search Supervisor** window then, follow directions to refine your search.

HINT: Clear the pre-populated text in the By ID field before executing the search.



STEP 2: Click on Select to choose your correct Supervisor.



STEP 3: To save your changes, click on the Apply Changes button.

